

## **Wootton-By-Woodstock CE (Aided) Primary School Mission Statement**

With deep regard for its strong Church Foundation and the National Society's Statement of Entitlement Wootton-By-Woodstock School seeks to:

- Ensure that all those associated with the School can feel at ease with the church; to have knowledge and understanding of the Christian faith and to feel comfortable in exploring and expressing their own religious beliefs.
- Nurture the school's strong ethos, which is based in key Christian values, but without exerting pressure to believe. The School's Christian values are: friendship, service, courage, koinonia, creativity, faith, stewardship, peace, hope, generosity, wisdom, honesty, thankfulness, compassion, justice, forgiveness, humility and reverence.
- Enable pupils to know about and understand Christianity as a living faith that influences the lives of people worldwide and as the religion that has most shaped British culture and heritage.
- Contribute to the development of pupils' own spiritual/philosophical convictions, exploring and enriching their own beliefs and values.
- Develop in our pupils an understanding of, and respect for, other major world faiths, enabling them to learn about their impact on society, culture and the wider world.
- Welcome all children from the neighbourhood irrespective of religion or belief, race, nationality, ethnicity, gender, sexual orientation, age, ability or disability, opinion or family background.

Through its nurturing culture Wootton-by-Woodstock Church of England Primary School also aims to:

- Inspire creativity, foster spiritual growth, engender respect and cultivate responsibility. Provide a happy, safe and caring environment for learning where everyone is valued for their own individual talents and personality;
- Deliver a high quality personalised education across a broad curriculum that celebrates individuality, secures emotional stability, and enables physical development, health awareness and intellectual fulfilment.
- Present in particular, opportunities for children to develop an appreciation of the arts and the environment.
- Be a learning community that provides development opportunities for pupils, parents, staff, governors and students.
- Be an active establishment at the heart of village life.
- Attain maximum performance in statutory tests.
- Achieve high standards of behaviour.

## **Wootton-by-Woodstock CE Primary School**

The governors have formulated the following policy in accordance with their obligations under the School Standards and Framework Act 1998 and the Schools Admissions Code 2014, and in consultation with the Diocesan Board of Education and the Local Authority (LA).

As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

### **School Admission Number**

The School's capacity is 70. The Published Admission Number (PAN) in 2019-2020 for the Early Years/ Reception Class is 10.

### **All Applicants**

Preferences for this, or any other school, may be made by completing the preference form of the local authority in whose area the parents live at the time of application, which may not be Oxfordshire. The Oxfordshire form (CAF) can be found online at

[https://myonecitizenportallive.oxfordshire.gov.uk/CitizenPortal\\_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal\\_LIVE%2F](https://myonecitizenportallive.oxfordshire.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal_LIVE%2F)

Information about admissions in Oxfordshire can be found here:

<https://www.oxfordshire.gov.uk/cms/content/admissions-infant-and-primary-schools>

Should no online access be available parents may request an Admissions booklet from the Local Authority or via the school. Applications should be made by January 15<sup>th</sup> 2019.

### **Allocation of Places to the Early Years**

Places are offered from the September following the child's fourth birthday. All relevant dates and processes in relation to applications for admission will conform to the agreed Coordination of Admissions Scheme as published by the Local Authority which is common to all schools within the local authority area. This year offers and refusals of places will be posted by the Local Authority on or about 16<sup>th</sup> April 2019.

Applications for children in other age groups will be dealt with as they arise. (In-Year Admissions section.)

The School admits children according to the following policy:

1. All four year olds will be entitled to, and offered, a funded full-time place at school from the September following their fourth birthday. Parents may request that their child attends part-time for all or some of the time until the child reaches compulsory school age. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher.
2. Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may request that their child is not admitted until later in the school year 2019/20 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.
3. For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer-born children), parents who do not wish them to start school in school year 2019-20, but to be admitted to the Reception Year in September 2020, should proceed as follows. They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would

need to provide reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15<sup>th</sup> January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2019 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2019-20 Reception Year group.

4. The governors will not consider applications for admission of children who will not reach the age of five until 1 September 2020 or later.

The School keeps a register of parents who wish their child to attend the school. Admission priority is not ordered according to the date of registering interest.

### **In-Year Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 10 places. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

### **In 2019-20:**

The number of places in each year group is 10.

In Year admissions are administered by the Governing Body. Parents may apply for places for their children directly to the school. The school will inform the LA of any applications and the outcome.

### **Admissions Criteria**

The Governing Body's Admissions Sub-committee makes the decisions with regard to the offer and refusal of places. In the case of refusal, full reasons will be given; the parents will be told of their right of appeal and invited to request an appeal form, which is available from the school.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Wootton-By-Woodstock Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.**

Note: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

- 2. Families who have exceptional medical or social needs that make it essential that their children attend Wootton-By-Woodstock school rather than any other.** When applying under this criterion

you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Wootton-By-Woodstock School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

3. **Children from within the School's catchment area i.e. the Parish of Wootton, Glympton and Kiddington, and running south to include Old Woodstock.** The school governors keep a marked map in school that shows the boundary of the catchment area. This is also available on the school website and from the LA, on request.\*

\*The Glympton and Kiddington catchment areas are shared with Enstone Primary School

4. **Children with a sibling in attendance at the school at the time of application and who is expected still to be in attendance at the School at the time of the proposed admission.**
5. **Children of staff at the school under the following circumstances:**
  - i. Where the member of staff has been employed for two or more years at the time the application for admission is made
  - ii. Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
6. **Children from villages without primary schools.**
7. **Other children who do not meet any of the above criteria.**

All applications within each individual criterion will be treated equally, irrespective of need or ability.

Proximity of the child's home, as measured by the straight line distance between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 7 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

The straight line distance used to determine proximity of the home to the school will be measured by Oxfordshire LA's Geographical Information System. More information about this can be found here: <https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/childreducationandfamilies/educationandlearning/schools/travelschool/MeasuringDistancesHomeToSchool.pdf>



### **New to the Area?**

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Multiple Births**

In the case of multiple births, where one sibling is eligible for admission under the above criteria, the school will admit all siblings even when to do so would breach the PAN or the infant class size legislation, that is, that the Reception Year 1 class does not exceed 30 pupils.

### **Random Allocation**

Random allocation means that each child will be allocated a number and these numbers will be fed into a random number generator programme. The selected number will represent the child who will be offered a place. This process will be observed by an independent person who will be a representative of the Parish Council who has no connection with the school. Random allocation will be put into practice in instances of equal ranking, for example: applicants of equal distance from school.

### **Appeals**

Any parent who has been refused a place for their child has a right to appeal to an independent appeal panel (except, temporarily, the parents of a child who has been permanently excluded from two schools, at least one within the last two years). The parent should complete an appeal form and return it to the Chair of Governors by the date specified on the form. The School will ask the Diocese to organize an independent panel to hear the appeal.

Under normal circumstances Governors will not reconsider repeat applications made within the same academic year. However, a second application in the same academic year will be considered under extenuating circumstances, such as a change of address.

### **Waiting Lists**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

Continued interest lists will be managed by the LA according to the Coordination of Admissions Scheme.

### **Definitions**

Home address:

This means your child's permanent place of residence at the time of application: the place where your child sleeps most term time nights. If your child is moving into the catchment area we will ask for evidence of his/her move before considering the application.

Siblings:

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Parent:

A parent is any person who has parental responsibility for, or is the legal guardian of, the child.  
Family members means only parents, as defined above, and siblings.

Looked-after children:

This means children who are or who have lived in residential care, with foster carers, or whose parents share the responsibility of looking after their children with the LA.

Sometimes the reception year is referred to as F1 or Foundation stage, or as Year R.

### **Previous Admissions**

Details of the previous year's admissions are contained in the Appendix attached.

This policy is reviewed annually.

Governor \_\_\_\_\_

Headteacher \_\_\_\_\_

Date agreed \_\_\_\_\_

For application enquiries parents should contact the headteacher at the School address:

Miss VJ Lucas

Wootton-By-Woodstock Primary School, Church Street, Wootton, Woodstock, Oxfordshire, OX20 1DH.

Email: [office.3657@wootton-woodstock.oxon.sch.uk](mailto:office.3657@wootton-woodstock.oxon.sch.uk)

Tel: 01993 811520

This policy complies with all relevant legislation, including that regarding infant class size prejudice, at the time of publication:

Sex Discrimination Act 1975

Race Relations Acts 1976 and 2000

Human Rights Act 1998

Disability Discrimination Acts 1995 and 2005

Equality Act 2006

School Standards and Framework Act 1998

Education Acts 1996, 2002, and 2005

Education and Inspections Act 2006

Wootton-By-Woodstock School is committed to Equality of Opportunity and all applicants will be considered irrespective of religion, race, ethnicity, gender, sexual orientation, ability, disability or family background. Please refer to the Equality Policy.

## Appendix to Admissions Policy

### APPLICATION FOR ADMISSIONS INTO SCHOOL IN 2017-2018

The school received 11 applications expressing a preference for admission to the Reception Year in 2017 by the closing date in January 2017. These were ranked as follows:

**TOTAL NUMBER OF APPLICANTS: 11**

<b><u>Criteria</u></b>	<b>Successful Applicants</b>	<b>No of Appeals</b>	<b>Successful Appeals</b>
Children with statements or EHC plans naming the school			
Looked After Children			
Exceptional Medical or social needs			
Living within the school's catchment area	7		
Siblings already in attendance at the school			
Staff children			
Living in a village with no primary school			
None of the above criteria	3		

10 places were offered, with the cut-off coming under criterion 7 at a distance of 2.498 miles